

Duty Statement
California Government Operations Agency
State of California



☐ Current ☐ Proposed

Classification Title CEA A	Division Office of the Chief Data Officer
Working Title Deputy Chief Data Officer	Office/Unit/Section
Position Number 337-100-7500-XXX	Effective Date
Name	Date Prepared

General Statement

The Government Operations Agency (GovOps) oversees ten different state departments, boards and programs: Department of Human Resources, State Personnel Board, Department of General Services, Franchise Tax Board, Department of Tax and Fee Administration, Department of Technology, Public Employees' Retirement System, Teachers' Retirement System, Office of Administrative Law, and Victim Compensation Board.

The mission of the Office of the Chief Data Officer is to empower use of data by ensuring the state has the infrastructure, processes, and people to manage, access, and use data efficiently, effectively, securely, and responsibly. By acting on our mission, we will realize our vision of better decisions, services, and outcomes for Californians through better use of data. Our goals and supporting strategic objectives are structured around the analogy that in order to successfully navigate the "data landscape" we need to intentionally build the roads, craft the rules of the road, and boost the drivers and transit riders. Much like in the real world, we want to avoid data roads that lead to nowhere, are poorly maintained, or confuse our drivers. Our virtual data world requires the planning and care that we put into the roads and bridges of the real world.

As the Deputy Chief Data Officer, will be responsible for helping to steer and deliver the statewide data strategy. You will shepherd statewide efforts to accelerate and streamline data access, modernize data management and services, and accelerate excellent use of data in decision making.

Do you enjoy working across complex systems and find pleasure in tackling multilateral organizational puzzles? You thrive on collaboration and see process as an opportunity to build buy in. You understand that crafting a data culture is still mostly art and approach it with humility, compassion, and a sense of wonder. The following bullets capture you nicely:

- Service oriented with a passion for public service

- Passionate about building the capacity of the many to do excellent data work
- Puzzled by the challenges of achieving change at scale
- Approach data services with a flair for architecture and scale as well as the human element
- Focused on user needs first and foremost

Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

40%(E) Statewide data infrastructure, management, and standards. You will work across state agencies and departments to architect, steer, and shepherd initiatives that will help the state improve data infrastructure and management at scale, including:

- Oversees the planning and coordination of the program and organizes the resources needed.
- Oversees and supervises program operations, makes decisions regarding program needs, formulate and recommends policies.
- Steer cross agency working groups to improve data collection, quality, use, or access to data assets and manage key stakeholder relationships.
- Oversee cross functional authoritative data management efforts to identify authoritative data and ensure that it is well understood, documented, and easily discoverable and accessible.
- Identify the need for and develop statewide data standards, policy, or additional guidance to further accelerate state use of data.
- Help create and oversee implementation of statewide data policies, strategic plans, and operating procedures for the program and identify areas for improvement.
- Manage ongoing implementation of the interagency data exchange agreement.
- Help create and develop statewide data standards, policies, and guidelines, including but not limited to data management, evaluation, and analytics.
- Advocate for alignment of major data infrastructure investments across the state to ensure interoperability, leverage investments, and foster lessons learned.

20% (E) Statewide data resource and training. Data needs to be put to good use and so you'll help ensure that our data teams have access to the right resources and training.

- Provide guidance and recommendations to develop and oversee implementation of data resources strategy to develop resources to accelerate adoption of modern data analytics and data management practices across the state, including ethical use of data throughout its lifecycle.
- Champion modern data management tools, services, and resources, and manage marketing and communication efforts.
- Develop and conduct high impact training and workshops for senior leaders, executives, and management.
- Design and oversee implementation of statewide data literacy program(s).
- Serve as a strategic advisor to department partners implementing their own analytical work and training program.

20% (E) Statewide communities of practice. Fostering networks of good data practice is essential to making impact at scale. You'll shepherd our communities of practice including:

- Steer data communities of practice by ensuring high level strategy and deliverables are defined and met consistent with the statewide data strategy.
 - Manage stakeholder relationships with data management and government groups across the state and with external partners.
- Oversee communications and outreach for both internal and external communities of practice.

15% (E) Analytics consultation and projects. You will help accelerate use of advanced analytics across state entities by:

- Establishing analytical strategies in partnership with key stakeholders within GovOPs and across state entities.
- Advocating for high value analytics projects that will benefit multiple departments or agencies and champion results of projects.
- Overseeing analytics projects with clients to ensure high client satisfaction, appropriate implementation of results, and stakeholder management.

5% (E) Program assessment and planning. You'll work closely with the Chief Data Officer to ensure that data program efforts are assessed and adjusted as needed to ensure high quality and impact and coordinate planning efforts to structure and prioritize statewide data initiatives.

Supervision Received

The Statewide Data Programs Manager reports directly to the Statewide Chief Data Officer.

Supervision Exercised

You will supervise a set of projects and programs.

Personal Contacts

As the Deputy Chief Data Officer, you'll work with a broad range of stakeholders, including GovOps Agency staff, department and agency liaisons across the state, and with external partners and advisors.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 915 Capitol Mall, Sacramento, California and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. The duties of this position may be performed remotely.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date
---------------------------	------------------------------	-------------

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date
-----------------------------	--------------------------------	-------------